

**Office of
State Fire
Marshal**

IFIRS NEWS

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Fight Fires with Facts!

EMS - When to Document

Recent issues have been brought up regarding the reporting of EMS incidents. I recommend that departments document their EMS runs using NFIRS. Statewide, 60% of all incident types reported are EMS. This is a very important activity that may or may not be documented. To record EMS incidents requires a Basic Form (NFIRS-1) to be completed. This information includes times, dates, location, incident type, resources and property use codes. In addition, if you so choose, you can complete the EMS module.

The EMS Module (NFIRS-6) is an optional module. It is not sanctioned nor replaces the State EMS report (sorry). If you choose to complete this module, you will be providing information identifying the patient and patient assessment: age, gender, race, human factors contributing to injury, site of injury, and injury type.

Activities taken at the scene: procedures used, safety equipment used, if cardiac arrest, was it before you arrived, witnessed, bystander CPR, and initial arrest rhythm. Care provider: level of provider,

highest level of care provider on scene, and patient status and disposition. All of these fields are optional. This important information identifies what is happening at the emergency site. Departments may identify problems with this data, i.e., manpower issues, level of care, response times, etc.

Will entering EMS data be in conflict with the Health Insurance Portability and Accountability Act (HIPPA)? HIPPA regulations are not in effect for those of you who do not charge for your services. Transporting agencies, who charge, would fall under HIPPA. The **EMS Module (NFIRS-6)** does not require personal information to be completed. I am aware that in Firehouse software,

the EMS Module has a name field that can identify the person involved; but this is an optional field. Even in the **Basic Module (NFIRS-1)**, the only field in which you could put in name and address is in the (Person/Entity Involved and Owner) and this is optional.



Deadline

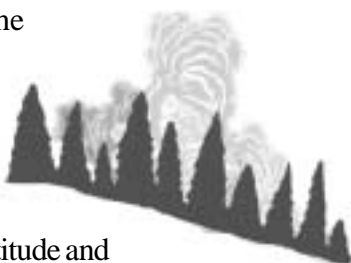
**April 8, 2005
5:00 p.m. EST**

**Assistance to
Firefighters Grant
(AFG) March 7 -
April 8, 2005**

**SAFER
March 31 -
June 28, 2005
(see page 4)**

Wildland Module Address Error

In the Basic Module (NFIRS-1) line B, there is a check-off box to indicate that the address of the incident will be included in the Wildland Fire Module (NFIRS-8) instead of the Basic Module. It would be added in Section B “Alternative Location Specification” in the Wildland module. The alternative location is latitude and longitude or township, range, section, subsection. An error occurs when the address is not entered in either module. This happens because the Wildland Module is an optional module and the address field is not required. There is an option in most fire reporting software that allows the administrators to make that field required when the Wildland Module is used.



Coding Issues

Canceled enroute - This means that you are turned around before you reach your destination. If this happens, the **Incident Type** is “Dispatched and Canceled Enroute,” code #611, then **Actions Taken** should be “Canceled Enroute,” code #93.

Apparatus times inconsistent with basic form - This is a general problem with some vendor software that does not coordinate the apparatus times with the Basic Form (NFIRS 1). The range of the time must be within the alarm time and clear time as listed on the Basic Form.

Mutual Aid Given - The purpose of mutual aid given or received is to connect the various departments to one incident. Hence, the incident will be counted only once for statistics. In looking at *Fire in Idaho*, you might notice that I have indicated where mutual aid given is included on certain charts or graphs. If this were not done, the incident counts would be misleading. This is for statistical analysis only, do not worry you are given credit for each and every incident to which you respond.

Mutual aid given is not to be used for ambulances, police, or other entities involved in an incident. Even if you have a mutual aid agreement with an ambulance company in your area, you do not show aid given in your incident report. The incident should be coded without aid given or received.

Other Aid Given #5.

When you respond to “no mans land” or to other fire agency’s jurisdictions such as BLM, DOL,

Department of Forestry, etc., use #5 – Other Aid Given. You will be prompted to complete the fire information on the incident. Had you used Code #3 Mutual Aid Given, the system would not require the fire information as it assumes it will be received from the department which received the aid.

New Incident Type - Code #622 is used when no incident was found upon arrival at dispatch address.

Factors Contributing to Ignition - Fire Module (NFIRS-2) when you use Code #71 (exposure) this means the incident was caused by another hostile fire. The system will look at the header record which indicates that the incident was an exposure (001). If the exposure field is (000), then code #71 is not valid.

What is an Incident?

Each time a fire service unit moves in response to an alarm, a Basic Module (NFIRS-1) is required.

One report is completed for each incident. Other modules are completed as appropriate.

- Training burns are not an emergency incident. If however, during this training burn, a firefighter is injured, you would then complete a Basic Module (NFIRS-1) with incident type in the 300s to document the firefighter injury.
- EMS – Dispatched to an EMS call is an incident.

Do not document mutual aid given for non-fire entities, i.e., ambulance, police, etc.

Web-Based Reporting Tool

Once computerized, the data can be presented in a variety of ways, such as summaries, comparisons, and reports. The web-based reporting tool is able to produce a variety of reports. Registered users are able to access the web-based reporting tool and create reports on their data. All data received at IFIRS is imported to the Idaho partition of the federal server. If you wish to look at other jurisdictions, you will need to get permission from them and then contact the IFIRS.

For web-based reporting procedural instructions, go to our web site at <http://www.doi.idaho.gov/sfm/ifirs.aspx> for *The Reporting Users Guide* or you can call 208-334-4373 for instructions or follow the instructions below.

How to access online data through Summary Output Reports Tool

(This is for all departments who have ever submitted data to the IFIRS.)

Log on to www.nfirs.fema.gov.

A non-registered user goes to the **User Section, User Registration**. Complete the registration and submit. You will be notified by IFIRS that your account has been activated.

A registered user goes to **Web-based Tools, Summary Output Reports Tool login, Web-based Reports Tool** click on home page. Click on **Web-Based Reports login**.

Your user name and password will be the same as you used for registration. To access a report by month use the Monthly Incident Counts report generator. These reports will take a few minutes to generate. The reports are in Adobe Acrobat PDF format. You can then download and save to your hard drive or view on-line and print.



Access Data Using Federal Client Tool Software

(This is for users who have downloaded the Federal Client Tool (FCT) software to their hard drive and enter data offline.)

Log-on to the data-entry tool (online). Highlight your department name and open. At the **Incident Search** screen, select your criteria. You can view all incidents; however, there is no way to print out a list. To create reports you can use your Access database mdb file or use the procedure above for the web-based Summary Output Reporting Tool.

How long does it take to document an incident using NFIRS? †In looking at Idaho data, 90% of the time only the basic form is completed.† Five minutes or less is the usual time spent on completing a basic form.

Illegal Drug Labs

How many runs do you make to assist, standby, investigate, mitigate, or extinguish with reference to illegal drug labs? The NFIRS does not have specific codes to indicate that the incident was due to an illegal drug lab. Incidents are coded as public service assist, hazardous conditions/accident or potential accident, good intent – hazardous material or biological hazard investigated, rescue or EMS standby for hazardous conditions, and others. These incident types can all be related to drug labs or suspected drug labs. I think that the problem is very large in this state but without specific codes I am unable to determine the magnitude of this problem. I am exploring the idea of using the Special Studies field in the NFIRS as a means of identify these types of incidents. You will be notified of further developments regarding Special Studies with reference to illegal drug labs.

Web and E-mail Address Changes

Department of Insurance, State Fire Marshal's section has changed their web address to www.doi.idaho.gov. This is effective immediately.

All e-mail to the State Fire Marshal's Office will be changing soon too. It will be the <first name.last name> of the person you wish to contact, e.g. ruby.andridge@doi.idaho.gov. We will notify you when this becomes effective.

Building Valuation Data

The International Code Council provides the Building Valuation Data (BVD) as published in the Building Safety Journal. This BVD table will aid fire departments with estimated replacement cost estimates by construction type. Look at the NFIC website at www.nfic.org, resources, and then under PDF Documents, go to ICBO Bldg. Valuation Table. To get the adjusted dollar amount for Idaho, use the multiplier of 0.97 for each construction type.



Department of Homeland Security Announces Application Period for Assistance to Firefighters and SAFER Grants

Release Date: March 7, 2005

Washington, D.C. - Beginning March 7, 2005 at 8:00 a.m. Eastern Standard Time, the Department of Homeland Security (DHS) will begin accepting applications for the Assistance to Firefighters Grant (AFG) program. The deadline for receipt of the AFG fire grant applications is 5:00 p.m. Eastern Daylight Time on April 8, 2005. DHS also announced today that the application period for the AFG Staffing for Adequate Fire and Emergency Response (SAFER) grants will begin on May 31, 2005 and continue through June 28, 2005. Fire Prevention and Firefighter Safety grant applications will be accepted in September 2005.

Fight Fires with Facts!

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